

The **Parks and Recreation Board** met Monday, May 17, 2004 at 4:30 pm at the Lilly Nature Center.

Present at said meeting were Mike Dana, Paula Woods, Leon Trachtman, Karen Springer, Garnet Peck, and Attorney John Sorensen. Council Members Ann Hunt and Gil Satterly were present. Joe Payne, Pennie Ainsworth, Chris Foley, Brenda Lorenz, Brian Tunis, and Cheryl Kolb represented the Department. Absent was council Member Gerry Keen and department employee Lee Booth.

Mike convened the Board at 4:35 pm.

The first item on the agenda was the approval of the minutes of the April 19 meeting. Garnet motioned the minutes be approved as presented. Karen seconded the motion, and the motion carried.

Superintendent – Joe reported on the following:

- Noted the Council Report was included in the mailing.
- More discussion items to follow for New Business and Other.

Assistant Superintendent – Pennie reported on the following:

- Softball league play has started.
- Musco Lighting for softball fields has been ordered.
- New playground equipment for the 2-5 year olds area was installed at Happy Hollow Park.

Parks – Brian reported in Lee's absence on the following:

- Playground and trail inspections are available.
- Preparing pool for the season.
- Installed waterlines for both Cumberland shelters and Trailhead Park.
- Trying to keep up with the mowing schedule.
- Start spraying program (broadleaf herbicide).

Recreation – Chris reported on the following:

- The summer brochure was mailed to approximately 3500 people on our mailing list. Registration began at the end of April.
- Brought an activity listing of all the programs being offered for the summer. Some programs already have a waiting list.
- Spring inline skating season has not been well received. We will remain open on Fridays and Saturdays through May 23, for public skating from 4-10pm. The fee is \$2.00. The rink is available for group rentals.
- Summer staff has been hired. The pool staff has been hired.
- The pool will open with the annual Splash Bash on Friday, May 28. The Splash Bash, celebrating the end of school and the official opening of the pool season, will be from 1-4pm with a special admission price of \$1.00.

Morton Center – Brenda reported on the following:

- There have been 686 registrations as of Friday compared to 761 registrations last year at this time, which is a decrease of approximately 10%.

- Have had recent opportunities to publicize Morton's classes to various organizations throughout the community.
- Morton, through the West Lafayette Parks and Recreation Foundation, applied for a grant that would provide a video projection system, along with a locking cabinet to keep the equipment secure, for the multipurpose room. The grant money was from North Central Health Services to the Tippecanoe Arts Federation to distribute to 501c3 arts related organizations for capital projects. Morton was awarded the grant, and the West Lafayette Parks & Recreation Foundation received a check for \$21,320.00 for the projection system.

Beautification & Stewardship – Brian reported on the following:

- Earth Day Garlic Mustard Pull was on 4/25/04, and proved very successful, receiving very good press. Sixteen volunteers worked, netting approximately 120 bags.
- Joint Arbor Day celebration was 5/7/04 at the Myers Pedestrian Bridge/Riehle Plaza. The event received very good press. We planted two Tulip Poplar trees.
- An Eagle Scout Project took place 5/15/04 at Michaud-Sinniger Woods, netting approximately 23 bags of garlic mustard.
- Tree Fund Tree Planting along Kalberer Road had approximately six volunteers that planted seven ginkgos.
- We have planted an additional 66 trees at miscellaneous sites since last Park Board meeting.
- Wednesdays in the Wild program is continuing. We have had great results with the program. The next scheduled program is this coming Wednesday and one of Morton's art instructors is going to lead the nature/art program. Brian noted he would be participating in a walk on June 2 for National Trails Day. The walk will take place along the Heritage Trail, particularly the section that comes out of Tapawingo Park and goes up to the Wabash Pond area.

Old Business

A. 2004 Dancing in the Streets

Joe noted the same proposal presented to the Park Board, was presented to the Board of Works for approval. We are continuing to move forward with the planning of the event. Joe also presented an official request for Riverfest. Being a co-sponsor of the event, we will continue to work with them in accommodating their requests for the event.

B. Cumberland & Trailheads Parks Projects

Joe reported we are working to finish the design for the new restroom building. The sanitary lines and electricity have been run for the new restroom building and for the trailer installed in the horseshoe area of the maintenance barn. We are expecting the landscaping work from the 2003 Trails and Parks Improvements project to be finished this spring.

C. Dubois Park

Pennie reported the area has been staked, all of the equipment has been ordered, and we received the benches today.

D. Wabash Heritage Trail Project

Joe reported Milestone was the successful bidder for the Wabash Heritage Trail Connection and Overlook project. Completion of the part in Tapawingo Park is expected on or before the last week of June, before Riverfest.

E. Trail Issues

Paula reported some individuals voicing concerns with the trails. Two complaints came from the same individual, a woman in a wheelchair, using the trail on Lindberg Rd. Not realizing how rough the surface is, she was watching some birds and hit one of the rough spots, causing her to nearly fall out of her chair. This individual also experienced trouble accessing the Trolley Line Trail, apparently no ramp is available for access. Chris reported the gate in Happy Hollow Park is now open, allowing easier access. Joe reported a quote for repairing the top of the trail, off Indian Trail Dr., has been received. Joe also noted that the dip in the Cattail Trail along Lindberg would be "fixed" when the road is repaired, when settling has generally stabilized.

Feedback received on the revised Recreation Reference Guide has been that people unfamiliar with the area would like to have a more specific site map, possibly with more streets and landmarks shown on the map.

New Business

A. Morton Proposals

Brenda, referencing a copy of the rental rates she provided to the Park Board members and staff, discussed the various proposed rates and options listed. The consensus of the Park Board members was that the proposed rates seem reasonable and appropriate at this time.

B. Library Drop Box

Joe reported a request came from the Library asking for temporary placement, probably until Mid-August, of a drop box at either North St. or Chauncey. The request will go to the Board of Works for final approval, noting the Police will also be instrumental in deciding a proper location due to it being a traffic and safety issue.

C. Warranty Deed

Joe requested the Board accept a warranty deed from the Parks and Recreation Foundation for 5.06 acres, acreage southwest of the parking loop at the Celery Bog Nature Area. Garnet motioned to accept the piece of property from the Parks and Recreation Foundation as presented. Paula seconded the motion, and the motion carried.

Joe distributed a West Lafayette Parks and Recreation Foundation revised list of properties. Leon motioned to approve and accept the responsibility of managing the leased properties from the West Lafayette Parks and Recreation Foundation. Garnet seconded the motion, and the motion carried.

Repair Specifications for Asphalt Trail Damage

Joe presented Repair Specifications for Asphalt Trail Damage for the City of West Lafayette Parks and Recreation for Board approval. Paula motioned to approve the Repair Specifications as presented. Karen seconded the motion, and the motion carried.

West Lafayette School Board

Karen reported the last day of school, a half day, is 5/28/04. Graduation is set for Sunday, 5/30/04 at 4:00pm. At the Board meeting scheduled for 6/2/04, they are anticipating a principal be named for Cumberland School. Following the regular meeting, there will be a work session on Happy Hollow School. They will be receiving the final learning plan from the Task Force on May 28.

Wabash River Parkway Commission

No Report

Other

Cash/Change and Petty Cash

Chris requested approval to establish a Cash/Change Fund for \$150.00 for the Morton Dance Concert from the Non Reverting Operating Fund to revert no later than August 31, 2004.

Chris requested approval to establish a Cash/Change Fund for \$100.00 for the Municipal Pool from the Non Reverting Operating Fund to revert no later than October 30, 2004.

Chris requested approval to establish a Petty Cash Fund for \$150.00 for the Playground Program Pool from the Non Reverting Operating Fund to revert no later than October 30, 2004.

Leon motioned to approve the Cash/Change Funds and Petty Cash Fund as presented. Garnet seconded the motion, and the motion carried.

Swim Club Request

The Swim Club has once again requested use of the pool beginning June 1 through mid July from 5:30a-8:00a. They will provide us with the necessary insurance required, as well as their own lifeguards. Paula motioned to approve the request from the Swim Club for usage of the Municipal Pool as presented. Leon seconded the motion, and the motion carried.

Surplus Items

Chris requested Park Board to declare the following items as surplus:

14 flying turtles/dragons, 3 square scooters

At the request of the Playground Program staff, the items were removed in 1997, to help reduce the number of injuries, and the injuries did drop significantly. Garnet motioned

to declare the items requested as surplus. Karen seconded the motion, and the motion carried.

Wonderful Weekdays

Chris presented a rental request from Wonderful Weekdays for Riverside Skating Center for their summer program for one week, the week of May 24 -28. They are unable to use the county schools, and West Lafayette schools are still in session. They will provide us with a Certificate of Insurance. They would need the facility from 6:45am-6:00pm. It would be to provide childcare for 25-30 children. They are requesting to be charged \$10.00 per hour for that period. The total number of hours per day will be 11.25 hours. The total rental charge for the one-week period will be \$562.50. Sue Mattern said this will not impede anything that we are doing down there, it will be good use of the space, and will help boost our revenue for the facility. Leon motioned approval for the usage of Riverside Skating Center for Wonderful Weekdays the week of May 24-28 as presented. Karen seconded the motion, and the motion carried.

Joe mentioned the utility building work for Tapawingo Park is continuing. Completion is nearing, and the Tippecanoe County Childcare will be using a portion of the building for storage. Garnet motioned to approve our legal counsel to prepare an appropriate lease agreement for the Tippecanoe County Childcare. Paula seconded the motion, and the motion carried.

Purchase Orders

N/A

Pay Claims

Leon motioned that claims be paid. Karen seconded the motion, and the motion carried.

Adjourn

The meeting adjourned at 5:25pm.

Presiding Officer

Secretary

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